



## Job Announcement

[www.courts.state.md.us](http://www.courts.state.md.us)  
TTY/D use Maryland Relay Service

### REPOST - Previous applicants will be considered.

|                              |  |                           |  |
|------------------------------|--|---------------------------|--|
| <b>Opening Date:</b>         | July 31, 2014                                      | <b>Closing Date:</b>      | August 14, 2014  |
| <b>Job Title:</b>            | District Court Training Specialist                 | <b>Position Type:</b>     | Regular Full Time  |
| <b>PIN:</b>                  | 072574   | <b>FLSA Status:</b>       | Exempt   |
| <b>Location:</b>             | District Court Headquarters<br>Annapolis, Maryland | <b>Grade/Entry Range:</b> | J13 \$46,394 - \$55,452<br>(Depending on Qualifications) |
| <b>Financial Disclosure:</b> | Yes  |                           |  |

### Regular state employees subject to promotion/demotion policy

**Essential Functions:** Develop the curriculum for in person and videos on demand that meet the timely, informational and continuing educational needs of a transitional District Court staff. This position will teach existing curriculum and develop new curriculum for remote training, video on demand and traditional classroom environments. Evaluates effectiveness of training courses and curriculum to ensure they are effective and appropriate. Prepares, writes, edits, formats and assembles training manuals, course outlines, story boards, and audio scripts for training. Ensures all work meets quality standards. Records audio scripts for video on demand; coordinates with web development staff to ensure on-demand links are active and accessible to court staff. Works with Court staff to design and develop customized training classes. Curriculum will include technical program skills and court rules, statutes, and procedures. Maintains electronic documentation.

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** Three years of experience in the areas of employee development training or instructional design to include experience in an adult learning environment.

**Preferred:** Prior legal work experience or Paralegal preferred. An advanced degree in Instructional Design, Education/Technical Training desired.

**Note:** Additional professional related work experience as defined above may be substituted on a year for year basis for the required education.

**Skills/Abilities:** Knowledge of curriculum design, development and implementation techniques. Knowledge of the principles and practices and techniques of employee training and development. Knowledge of curriculum design, development, and implementation techniques. Knowledge of Maryland Rules and Statutes. Ability to understand District Court systems and how they are used by end users; to analyze training and systems needs in order to deliver appropriate training. Ability to write course outlines, story boards and audio scripts for video on demand. Ability to manage multiple projects in a timely manner. Ability to communicate with all levels of court personnel. Strong organizational skills. Ability to work independently and in a team environment. Ability to research technological trends on and off-line. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN number. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.**

**Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@courts.state.md.us](mailto:jobs@courts.state.md.us) (Zip files not accepted)**

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and will be required to submit a Maryland Judiciary employment application. Employees must be United States Citizens or eligible to work in the United States.**